

**BY ORDER OF THE COMMANDER
HEADQUARTERS 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-8606**



KAFB INSTRUCTION 38-201

16 MAY 1997

Manpower and Organization

BASE DETAIL PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 377 MSS/CCQ (MSgt Corinne Marie)
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(See Summary of Revisions)

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This instruction implements Air Force Policy Directive 38-2, *Manpower*. It establishes policies and procedures for special, routine, non-directed, and miscellaneous details. It applies to units assigned to and supported by the 377th Air Base Wing.

SUMMARY OF REVISIONS

This revision changes the office of primary responsibility (OPR) for the Base Detail Program to the 377th Mission Support Squadron commander's support staff.

1. Responsibilities.

- 1.1. All detail taskings are on behalf of the 377th Air Base Wing commander (377 ABW/CC). The wing commander has designated the vice commander (377 ABW/CV) as the responsible official for administering the detail program.
- 1.2. The commander, 377th Mission Support Squadron (377 MSS/CC) is responsible for maintaining the Base Detail Program, levying details, and setting quotas for units on a percentage or rotating basis.
- 1.3. Requesting units are responsible for every aspect of their detail. They will ensure tasked units are fully briefed on the detail requirements. If any problems arise, they will be resolved between the requesting and the tasked units. If tasked units have questions or require additional information concerning a particular detail, they must contact the requester.

2. Types of Details.

2.1. Special Details .

2.1.1. Line of Duty (LOD) Status Determination . This is handled at the unit level. Do not send requests to the 377 MSS/CC for this type of detail.

2.1.2. Base Cleanup . The 377th Civil Engineer Group will request 377 MSS/CC to task the number of personnel required. Units will be tasked based on a percentage of assigned strength excluding all exemptions.

2.1.3. Miscellaneous. Units will provide individuals on prorata, rotation, or percentage basis for court-martial boards, report-of-survey officers, formal and informal investigations, discharge actions, inventories, hearing officers, escort officers, or other details that may be required.

2.2. Routine Details . These details are required by official directives. Request letters must reach 377 MSS/CC no later than 10 duty days before the required date. The 377 MSS/CC will suspense units by letter. Tasked units will provide the requester with names and duty phone numbers of those detailed. The requester must then contact tasked personnel and brief them on requirements.

2.3. Non-Directed Details. These details are not directed by official instructions. Send the request through 377 ABW/CV to 377 MSS/CC (IN TURN) at least 14 duty days before the start date. If approved, the commander will task in accordance with this instruction. When feasible, units will be tasked at least 7 duty days before the start date. The request must contain the following:

2.3.1. Reason for the detail.

2.3.2. Authority for requesting the detail. Explain why detail cannot be accomplished by requesting unit.

2.3.3. Number and grade of personnel required.

2.3.4. Duration of detail.

2.3.5. Clothing and uniform requirement.

2.3.6. Date, time, location, and point of contact.

2.4. Exemption from Routine Details. The 377 ABW/CV approves or disapproves all exemptions. Send request for exemptions through 377th Mission Support Squadron commander's support staff (377 MSS/CCQ) to 377 ABW/CV to 377 MSS/CC (IN TURN) with complete justification.

2.4.1. The following personnel are exempt from routine details:

2.4.1.1. Commanders and first sergeants.

2.4.1.2. Chaplains.

2.4.1.3. Physicians.

2.4.1.4. Staff agency chiefs and division chiefs at wing level.

2.4.1.5. Personnel departing permanent change of station, retiring, or separating within 30 days of the detail.

2.4.1.6. Personnel exempt by Air Force or major command directives; reference the directive and paragraph that exempts participation.

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3. Non-Support of a Detail. Units unable to support a tasking must provide a letter of justification through 377 MSS/CCQ to 377 ABW/CV to 377 MSS/CC (IN TURN) for approval or disapproval. 377 MSS/CC will notify the unit of the decision.

4. Associate Organizations. Associate organizations on Kirtland Air Force Base will participate according to their current support agreement.

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